

# Checklist for Assessment Administrators

## Questions?

Call your state coordinator or the NAEP hot line at 1-800-283-6237.

## Need More Materials?

Call NCS at 1-888-627-6237 or fax NCS at 1-888-627-8842.

## Schedule

## Page

### Two Weeks Before the Assessment:

#### When You Receive the Administration Schedules from the State Coordinator:

- ☐ Select a sample of newly enrolled students, if any. . . . .18-21

#### Review and update the Administration Schedules as follows:

- ☐ Eliminate any students who have officially withdrawn from school. . . . .22
- ☐ Record all the student information, including homeroom or other locating information (optional), birth date, sex, race/ethnicity, the student's participation status in the National School Lunch Program (using codes from the Administration Schedule), whether the student is receiving Title I services, is classified as SD, and/or is LEP. . . . .23-25

#### When You Receive the NAEP Materials:

- ☐ Review the contents of the NAEP assessment materials in the shipment. Be sure that the bundles of booklets are not opened until 45 minutes before the assessment. .13-17
- ☐ Verify materials received and request additional materials . . . . .16

#### Prepare and distribute questionnaires to appropriate school staff as follows:

- ☐ School Questionnaire to the principal . . . . .27
- ☐ SD/LEP Questionnaire(s) to the school staff member most knowledgeable about each student identified as having a disability and/or limited English proficiency . . . . .28-29
- ☐ Teacher Questionnaire to each math and/or science teacher in the school (Grade 4) . .30-31  
(Grade 8) . .32-33

## Review Procedures for Students with Disabilities or Limited English Proficiency and Update the Administration Schedule:

**Use the NAEP Criteria (distributed at training) to determine if a student with a disability or limited English proficiency can be assessed.**

- ☐ Identify excluded students and students requiring accommodations using the Criteria for Inclusion. . . . .42-45
- ☐ Prepare for accommodations, as necessary. . . . .47-52

**Complete the top of the Administration Schedule.**

- ☐ Fill in the number of students to be assessed at the top of the Administration Schedule. . .46

## A Few Days Before the Assessment:

- ☐ Prepare for booklet distribution; . . . . .35
- ☐ Notify teachers and students of the date, time, and location of the sessions . . . . .36-39

## The Day Before the Assessment:

- ☐ Collect all questionnaires and be sure that all names have been removed from the front covers . . . . .34
- ☐ Update the Roster of Questionnaires. . . . .34

## On Assessment Day:

- ☐ Prepare the room by checking the number of desks and removing or covering any distractions in the room. . . . .53
- ☐ Hang the mathematics posters . . . . .53
- ☐ Record the NAEP School ID, subject area, teacher names and corresponding IDs on the board . . . . .53

## 45 Minutes Before the Scheduled Assessment Time:

- ☐ Set out the assessment materials . . . . .53
- ☐ Open the sealed bundles of booklets . . . . .55
- ☐ Prepare the booklets by affixing the Post-it notes . . . . .58-59
- ☐ For math sessions, insert the math manipulatives and other materials, as required. . . . .58
- ☐ For science sessions, prepare the Science Kits . . . . .60

## During the Session:

- ☐ Read the script verbatim as you conduct the session, adhering carefully to the timing of sections and the distribution and collection of materials . . . . .61-71
- ☐ Distribute the science kits at the appropriate time, assigning them according to the letter specified in the “Sci. Kit” column . . . . .67
- ☐ Observe the rules for supervising the session. . . . .69-70

## At the End of the Session:

- ☐ Collect the booklets and materials, making sure that you have accounted for them all. Protect the security of assessment booklet and materials. . . . .71

## Immediately Following the Assessment:

- ☐ Complete the information on the Administration Schedule and record the number of students assessed and absent. . . . .73-77
- ☐ If a makeup session is needed, set aside the booklets and materials needed for the makeup session. . . . .77
- ☐ Code the front covers of the assessment booklets. . . . .78-80
- ☐ Complete the Roster of Questionnaires. . . . .81
- ☐ Make a complete copy of the Administration Schedules and Roster of Questionnaires to be kept at the school. . . . .81
- ☐ Detach the names from the Administration Schedules and Roster of Questionnaires. . . .81
- ☐ Pack all materials according to the instructions. . . . .82-85
- ☐ (Monitored Sessions) Give the NAEP representative the sealed box for shipping. . . . .82
- ☐ (Monitored Sessions) Immediately after preparing the box for shipping, discuss the assessment with the NAEP representative. . . . .91
- ☐ (Unmonitored Sessions) Ship the box to NAEP headquarters as soon as possible and no later than 1 day after the assessment. . . . .84
- ☐ (Unmonitored Sessions) Receive a telephone call from the NAEP representative within 3 days of the session to discuss the assessment. . . . .91

## June 1, 2000 or End of the School Year:

- ☐ Dispose of the NAEP Storage Envelope and its contents. . . . .91
- ☐ Mail postcard to NAEP to indicate that materials have been destroyed. . . . .91

## GLOSSARY

### **Administration Schedule**

The central document used to keep track of selected students.

### **Assessment Administrator**

School or district staff member appointed to attend the training, administer the assessment, and be responsible for all NAEP activities in the school.

### **ETS**

Educational Testing Service (ETS) is responsible for the design, analysis, and reporting of NAEP data.

### **IEP**

Individualized Education Plan.

### **LEP**

Limited English proficiency.

### **NAEP**

National Assessment of Educational Progress. NAEP is a continuing national survey of American students.

### **New Enrollee Listing Form**

Used to create a list of newly enrolled students in the sampled grade.

### **NCES**

NAEP is directed by the National Center for Education Statistics (NCES) of the U.S. Department of Education.

### **NCS**

National Computer Systems (NCS) is the material distribution and processing subcontractor.

### **Roster of Questionnaires**

Used to keep track of the questionnaires distributed at the school.

### **School Questionnaires**

Usually completed by the school principal and is designed to collect information about the school characteristics, staff, and instructional programs.

### **SD**

Student with a disability.

### **SD/LEP**

Student with a disability and/or limited English proficiency.

### **State Coordinator**

Person appointed by the state department of education to coordinate NAEP activities in the state.

### **Title I**

A federally funded assistance program.

### **Westat**

Contractor responsible for NAEP sampling, data collection and quality control monitoring activities.

# Reference Guide to the Administration Schedule

This form must be completed in #2 pencil.

<b>Race/Ethnicity Codes</b> 1 = White not Hispanic 2 = Black not Hispanic 3 = Hispanic Heritage 4 = Asian/ Pacific Islander 5 = American Indian/ Alaskan Native 6 = Other <b>For Use in Column "F"</b>	<b>National School Lunch Program</b> 1 = Student not eligible 2 = Reduced price lunch 3 = Free lunch 4 = Information not available 5 = Refused 6 = School not participating <b>For Use in Column "G"</b>	<b>ADMINISTRATION SCHEDULE</b> Page 1 School #: <u>16B-100-1</u> Session Type: <u>Math</u> School Name: <u>Central Middle</u> Grade: <u>B</u> Administrator's Name: _____ Original session scheduled for: _____ Day/Date: _____ Location: _____ Makeup session scheduled for: _____ Day/Date: _____ Location: _____	 <b>2000 State Administration Schedule</b> Grid # _____ Makeup Held <input type="radio"/> Makeup Date _____	30 # Original Sample + _____ # New Enrollee Sample = _____ Total in Sample # Withdrawn & Ineligible (Admin. Codes 51 & 55) - _____ # Excluded (Admin. Codes 60-66) = _____ TO BE ASSESSED	# Absent (Hold Makeup # 4 or more absent) + _____ # Assessed (Original Session) + _____ # Assessed (Makeup Session) = _____ TOTAL ASSESSED Session Number MA0801
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Column Indicators: "A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	"J"	"K"	"L"	"M"	"N"	"O"
Student Name	Homeroom or Other Locator	Sci. Kit	Birth Date	Sex	Race/Eth.	School Lunch	Title I	SD	LEP	Original Booklet ID	Accommodation Booklet ID # (See for Admin. Codes 71 & 73 in Math and Science)	Admin. Code	Atten. (✓/X)	Admin. Codes
1 Mark Atley	1	1	0 4 19 8 6							110 000501 7			1	ASSESSED IN ORIGINAL
2 Betty Bates	1	2	0 2 19 8 6							111 054006 9			2	10 = In session full time 11 = No responses in booklet 12 = In session part time 13 = Session incomplete 14 = Other, specify on cover
3 Wes Block	1	3	0 6 19 8 6							112 006401 0			3	ASSESSED IN MAKEUP
4 Angela Burns	1	4	1 0 19 8 6							113 000043 8			4	20 = In session full time 21 = No responses in booklet 22 = In session part time 23 = Session incomplete 24 = Other, specify on cover
5 Nicki Campbell	1	5	1 1 19 8 6							114 073201 0			5	ABSENT
6 Nancy Cordaro	1	6	0 9 19 8 6							115 000841 2			6	40 = Temporary 41 = Long-term 42 = Chronic truant 43 = Suspended or expelled 44 = In school, did not attend 45 = Disruptive behavior 46 = Parent refusal 47 = Student refusal 48 = Other, specify on cover
7 Tim Dublin	1	7	0 1 19 8 7							116 000081 5			7	OTHER
8 Kimberly Frank	1	8	0 5 19 8 6							117 005301 1			8	51 = Withdrawn 52 = Unassigned book (unused) 55 = Ineligible 56 = Not in sample
9 Carla Grahams	1	9	0 7 19 8 6							118 000411 9			9	REASONS FOR EXCLUSION
10 Paul Hernandez	1	10	0 9 19 8 6							119 210001 6			10	60 = SD-cannot be assessed 61 = SD-required accom. not offered 62 = LEP-cannot be assessed 63 = LEP-required accom. not offered 64 = SDLEP-cannot be assessed 65 = SDLEP-required accom. not offered 66 = Other, specify on cover
11 Becky Hoecke	1	11	1 2 19 8 6							120 005001 2			11	ASSESSED WITH ACCOMMODATIONS
12 Daniel Jasmer	1	12	1 0 19 8 6							121 002407 7			12	71 = Bilingual booklet/Science glossary 72 = Bilingual dictionary 73 = Large print book 74 = Extended time in regular session 75 = Read aloud in regular session 76 = Small Group 77 = One-on-one 78 = Scribe or use of computer 79 = Other, specify on cover
13 Sarah Kruger	1	13	0 1 19 8 6							122 000031 9			13	
14 Penny Lowe	1	14	0 6 19 8 6							123 076206 0			14	

## Column Description Page Reference

A	Student Name	9
B	Homeroom or Other Locator	23
C	Science Kit Indicator	Do Not Use
D	Birth Date	23
E	Sex	23
F	Race/Ethnicity	23
G	School Lunch	24
H	Title I	25
I	SD (Student with a Disability)	25
J	LEP (Student with Limited English Proficiency)	25
K	Original Booklet ID	9
L	Accommodation Booklet ID	51-52
M	Admin. (Administration) Code	73-75
N	Atten. (Attendance)	62
O	Admin. (Administration) Codes	73-75

